



SACRAMENTO  
STATE

## *Business Matters @ Sac State*

*TOPIC:* Hospitality/Meal receipts

DATE: August 25, 2022

TO: Campus Business Partners, Deans, Associate Deans, Department Chairs, Directors, and Managers

FROM: Sarah Hansen, Accounts Payable & Travel Manager

Accounts Payable & Travel would like to clarify the hospitality reimbursement policy.

The following is Sacramento State's reimbursement policy which is more restrictive than the CSU Systemwide Hospitality Policy:

- An itemized receipt & proof of payment is required for all hospitality reimbursements (see example attached)
  - If the itemized receipt is misplaced then the following will be considered acceptable
    - Menu from restaurant indicating items purchased. Menu must have prices listed
    - Missing receipt affidavit - [attach missing receipt affidavit form](#) - This will require approval by VP/Provost
  - If the proof of payment receipt is misplaced then the following will be considered acceptable
    - Redacted credit card statement or bank statement showing purchase, account holder name and last four digits of account number
    - If using a campus credit card to purchase meals, only the itemized receipt is required
- Tipping is not to exceed 20% of food, tax, & fees
- If alcohol is listed within itemized receipt, you must deduct the alcohol and associated tax & tip on CSU Operating Fund 485 (THS, TS & M except MDR01)
- Provide a brief statement explaining the University business purpose of the hospitality expense. Must explain why the meal was a necessary and integral part of the meeting/event

### **Contact Information:**

If you have any questions or concerns about this notice, please contact Accounts Payable & Travel, [sacstatetravel@csus.edu](mailto:sacstatetravel@csus.edu), ext. 86476.



T.H.A.I. The House of Authentic Ingredients  
 4701 H street,  
 Sacramento, CA 95819  
 Tel. (916) 942-9008  
 Fax. (916) 382-9330  
 www.thaiatsac.com  
 Welcome to THAI The House of Authentic  
 Ingredients

Order#9

Table T6

Date: 2/3/2022 12:05 PM  
 Server: Faith (T.1)

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(U) Avocado Curry	\$17.00
(L) Fried Tofu (Hot & Brown Rice)	
(L) Kao Pao Kaprow (Basil) F/R	\$16.00
(Chicken)	
(L) Pad Thai	\$16.00
(Chicken)	
Hot Tea	\$2.50
(Green Tea)	
Hot Tea	\$2.50
(Jasmine)	
Hot Tea	\$2.50
(Thai Tea)	

Total (Items) \$50.00  
 Sales Tax \$4.76

**Grand Total \$60.76**

Tip Guide  
 18%=\$10.94, 20%=\$12.15, 22%=\$13.37

Thank you for dining with us!  
 Come back soon!

ITEMIZED RECEIPT



T.H.A.I. The House of Authentic Ingredients  
 4701 H street,  
 Sacramento, CA 95819  
 Tel. (916) 942-9008  
 Fax. (916) 382-9330

Order#: 9

Date: 2/3/2022 12:58 PM  
 Server: Faith Table #  
 /ISA No.  
 Card #xxxxxxxxxxx7333  
 Ref#: DT02622D , AuthCode: 02622D

Amount \$60.76

+ Tip 12.00

= Total 72.76

I agree to pay above total amount according to  
 card issuer agreement

Tip Guide  
 18%=\$10.94, 20%=\$12.15, 22%=\$13.37

CUSTOMER COPY

PROOF OF PAYMENT